

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Chicago, IL		2. POSITION NUMBER 000 11812	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Position Classified in Standard for Librarian Series, GS 1410, TS BC August 1994					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Librarian	GS	1410	13	
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
			Todd D. Quesada		
7. ORGANIZATION (Give complete organizational breakdown)			e. Enforcement Services Section #3		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 5			g.		
c. Superfund Division			h. Employing Office Location		
			Chicago, IL		
d. Enforcement and Compliance Assurance Branch			i. Organization Code		
			90596800		
8. SUPERVISORY STATUS <input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Evette L. Jones, Chief, ESS #3			Sharon Jaffess, Chief, ECAB, SFD		
b. Signature		c. Date		e. Signature	
		7/27/11			
				f. Date	
				7/27/11	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation This position	
<input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				e. FLSA Determination	
				<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	
f. Functional Classification Code				N/A	
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
000		<input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25% of time) <input type="checkbox"/> This position is subject to random drug testing ()			
				j. Date	
				8/31/11	
11. REMARKS					

LIBRARIAN
GS-1410-13

INTRODUCTION

This position is located in the Superfund Division, Enforcement Services Section 3, Region 5. The incumbent serves as the Superfund Division program librarian responsible for efficiently ensuring the day-to-day operations of information collections, systems and services that support the Region's Superfund Division program management. Through mastery of a range of environmental library and records functions and understanding of issues and approaches specific to the SF Division, the Incumbent plays a leadership role in maintaining the integrity, utility and efficient operation of SF program environmental information and records management research services for SF staff and customers. These responsibilities are carried out using considerable discretion based on administrative direction from the Enforcement Services Section supervisor. In addition to managing the SFD program library of environmental information resources, the incumbent monitors demand for records management and information services to ensure that SFD employees are fully equipped to make efficient use of research services available through the SFD Library. The Incumbent also coordinates closely with the EPA Library Network to obtain additional services and resources (such as interlibrary loan and repository space) and to ensure the integrity of EPA's information resources and library/records management services through accurate cataloging, online access, and records archiving. The incumbent serve as Acting Section Chief during Section Chief's absences, as delegated..

DUTIES AND RESPONSIBILITIES

The incumbent manages the SFD Library's hard-copy and online information assets and services in support of the Region's core program activities. The incumbent is also responsible for managing Library services and activities to ensure that the SFD Library efficiently provides timely and relevant information to EPA Regional and Division staff and others (including consumers, regulated entities, students, and others). He/she also analyzes Library needs and performance, identifying trends and emerging issues, in order to recommend improvements or additions in services. Makes decisions on materials to retain or exclude from collection and best methods for accessing the growing information base; develops methods for tracking the quantity and nature of information requests and the quality of customer service provided by the SF Library. Works with Regional programs to assess and provide the best possible information resources for the Division. Solicits feedback from internal and external customers to measure operational effectiveness and to ensure efficient use of resources; develops new methods, tools and techniques, successfully advancing SF Division priorities.

Provides guidance and access to information services; organizes information based on a thorough understanding of EPA's Division operational needs, and the specialized records management requirements. Refines the mix of hard-copy and electronic resources available on- and off-site to maximize the performance and efficiency of specialized information used, changes in technology and resources, and the efficient use of the Library's physical space in the Division. Incumbent serves as the SFD expert on disposition and retention of CBI documentation, as well as the general records retention policy. Provides yearly CBI training on procedures to meet FMFIA requirements, and maintains a CBI access log. Assist the Freedom of Information Specialist in the releaseability and/or retrieval of documents in response to Freedom of Information Requests.

Trains SFD staff in efficient use of information and research tools; plans and performs outreach and training to ensure that SFD staff is knowledgeable of readily available information resources that support their programmatic work. The incumbent prioritizes needs and opportunities for outreach and training on new and existing records management and research resources, tools and techniques. Coordinates with other information managers and programs to deliver the full range of services and tools available to staff; pursues a more complete understanding of Regional operational needs through focused assessment and ongoing dialogue with customers.

Coordinates with SFD Library and Records Management resources to ensure division-wide support in meeting the environmental information needs of SFD staff and the customers; collaborates with other Division records managers and the Region 5 librarian to supply SFD staff with timely and accurate information needed to carry out the SFD mission. As requested, serves as a resource for the Region 5 SFD in policy-making and implementation processes, focusing on key areas of significance. Anticipates, budgets for and obtains needed services from other EPA libraries to support Regional staff. The incumbent oversees compliance with procedures to ensure that information and records management archiving objectives of the Division are met; engages in strategic planning providing leadership and collaboration in developing procedures and processes; encourages the development of electronic records marketing of SFD library services.

Serves as the Project Officer for contracts related to the SFD Records Management Initiative and Administrative Record compilation. The incumbent serves as a project officer for contracts related to the SFD records management initiative and AR compilation. He/she also works with the Contracting Officer (CO) to prepare the procurement request, rationale document, statement of work, a budget, evaluation criteria, and other information as necessary. This includes the preparation and issuance of work assignments of task orders for level-of-effort contracts, the review and approval of vouchers for payment, the review and acceptance of contract deliverables, and the notification to the CO of any failure by the contractor to meet delivery dates or any other terms and conditions of the contract.

Factor 1. KNOWLEDGE REQUIRED, Level 1-8 – 1550 Points

- A mastery of major environmental library functions (including collection management, reference, and assessment and procurement of online services) to:
 - solve highly complex problems, both within these functions and involving relationships among the functions;
 - make significant recommendations to change, interpret, or develop important or innovative information policies, programs, approaches, or analysis methods; and
 - develop new approaches for other experienced librarians to use in solving a variety of problems or in expanding services.
- A Masters in Library Science degree. This is essential to the Region as the subject expertise provides a vision for planning division library services, providing direction and confirming the library is operating cost-effectively with best practices within the SFD budgetary limitations.
- Expertise in all phases of library operations, including reference, cataloging, and online information services. The Incumbent is responsible for program planning and coordination of services, as well work

of support staff assigned to function. The Incumbent makes decisions on collection development and source selection, clientele support, and training required..

- Knowledge of new developments in selecting, acquiring, preserving, accessing, organizing and disseminating information. Through extensive experience, the Incumbent acts as an authority on the collected historical record of SFD environmental activities on a regional scale. .

Factor 2. SUPERVISORY CONTROLS, Level 2-5- 650 Points

The Incumbent works under the under the broad administrative and policy direction of the Enforcement Services Section Chief #3. Independently plans, schedules, coordinates, and monitors the effectiveness of SFD library operations. The incumbent exercises considerable discretion and judgment concerning the interpretation and implementation of existing policy and in making analytical and technical decisions that lead to, or form the basis for, SFD library and records management operational decisions by senior management. The work is considered to be technically authoritative and is normally accepted by the supervisor without significant change. The Incumbent's actions, decisions, and recommendations are reviewed primarily for fulfillment of assignment objectives, effect of advice and influence on the SFD library and records management program activity, effectiveness in supporting Agency, Regional and Division mission priorities. The Manager usually evaluates recommendations for new or revised projects or policies in terms of impact on the SFD's overall mission, program goals, and information and records management priorities.

The Incumbent is expected to be fully proficient in independently performing all aspects of the assignments and is relied upon to keep the Supervisor informed of progress and unusual problems or issues. Incumbent makes independent decisions referring unusual problems, together with recommended solutions, to the ESS Chief.

Factor 3. GUIDELINES, Level 3-4- 450Points

Guidelines include library and agency information policies, regulations, and operating procedures; cataloging rules and formats; authority listings; subject heading lists; professional and technical literature; and accreditation standards. The guidelines are not completely applicable to the work or have gaps in specificity. For example, library/records management system policies require some interpretation to cover new and evolving subject matter areas, or as new sources of materials for reference searches become available.

The Incumbent exercises considerable personal judgment and discretion with broad latitude for interpreting and applying guidelines. This may involve resolving important issues where guidelines are scarce or have limited applicability to specific projects (e.g., planning for significant enhancements to automated systems); and identifying areas for improvement in established methods of reference searching, collection development, preservation, and cataloging. In some situations, the Incumbent may be involved in researching trends and patterns to develop new methods, criteria, policies, or services. As the SF Division expert on library information management areas, the Incumbent assesses and influences library policies and guides for the Region and works with EPA Library Network management, other federal agencies and professional associations.

Factor 4. COMPLEXITY, Level 4-4- 225 Points

Assignments involve dealing with all regional programs and understanding their relationships with other programs, Region 5 Divisions/Offices and other Federal agencies. The Incumbent's work consists of reviewing and analyzing complex processes and systems and evaluating short and long term impacts. The Incumbent solicits input and coordinates assigned efforts, consolidating findings and developing recommendations. Decisions regarding what needs to be done may include undefined issues or elements requiring analysis to determine the nature and scope of the problems. The Incumbent addresses issues in determining library information management needs. The Incumbent prepares documentation, procedures, and reports as they relate to the SFD library and internal records management services. Assignments involve continuing efforts to resolve library information management and delivery problems. Decisions regarding what needs to be done are complicated by the special requirements for organization and coordination (e.g., historically-significant environmental reports). Decisions also must be made in an environment of continual change, where information and information sources are rapidly expanding, much of the subject matter content is in flux, and the technology for gaining access to this information is undergoing major change. These changes affect the decisions to be made on how services are performed, delivered, and managed.

Assignments require the Incumbent to be versatile and innovative in adapting and modifying precedents, methods, and techniques, originating new techniques, and developing and sharing new information sources. These include planning and coordinating services to ensure adequate support of library and records management program activities.

Factor 5. SCOPE AND EFFECT, Level 5-4 - 225 Points

The work involves analyzing a variety of unusual or specialized conditions, problems, or questions in a library/records management function or subject-matter area; establishing criteria to accommodate special needs of customers through an increasing focus on delivery of services; and evaluating the effectiveness of library programs.

The work performed and services provided affect a wide range of SFD program functions and activities across the agency.

Factor 6. PERSONAL CONTACTS, Level 6-3

6-3/7-C 180pts.

Direct contact is made with all levels of management, personnel in other agencies, local and state government officials, industry, and members of the public who may embrace points of view that differ from those of the Agency in fundamental ways. This requires greater initiative and persistence in maintaining good working relationships. Personal contacts are with EPA staff and management, other Federal government employees, professional organizations and associations, contractors and vendor representatives. The incumbent represents the Region 5 Superfund Division at conferences and meetings, where matters on policy, program development, and research pertaining to library information management issues are discussed.

Factor 7. PURPOSE OF CONTACTS, Level 7-C

The purpose of the contacts is to provide guidance regarding library, records management and information management policy, to provide information regarding EPA policies, programs and initiatives, and to gain the cooperation and support of individuals and organizations involved in the goals and objectives of SFD library/records management projects. Contacts outside the organization are for the purpose of dealing with

specific complaints or questions. Contacts within the organization are made to provide advice or to evaluate the quality of service being provided.,

Factor 8. PHYSICAL REQUIREMENTS, Level 8-1 – 5 Points

The work is basically sedentary. There may be some physical exertion in movement of files or in periods of standing.

Factor 9. WORK ENVIRONMENT, Level 9-1 – 5 Points

The work is performed in a standard office environment. Travel to EPA Headquarters, other Regions, or meetings may be required.

Total Points = 3,290: GS-13 (GS-13 = 3155-3600)

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Tadd Guesada		This position has no extramural resources management responsibilities.
Position Number	00071872		Total extramural resources management duties occupy less than 25% of time.
Title	Librarian	X	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-1410-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	EPA/SFD/ECAB/ESS #3		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	Date
	7/27/11
Personnel Specialist's Signature	Date
	7/28/12

Part 1. Contracts Management Duties

			Monitors management and performance of delivery orders/work assignments after award
Pre-award:		X	
X	Plans Procurements	X	Defines scope of work for work assignments
X	Estimates Costs		Approves payment requests of ACH drawdowns
X	Obtains funding commitments	X	Manages cost-reimbursement contracts
X	Prepares procurement requests	X	Reviews invoices
X	Writes statements of work	X	Inspects and accepts deliverables
X	Reviews statements of work		Other (list)
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		Close-out:
	Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed
	Participates in debriefing/protests		Reconciles payments with work performance
	Other (lists)		Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
	Prepares delivery orders		Other (list)
	Reviews contractor work plans		
X	Reviews contractor progress reports		
X	Monitors government-furnished property		Percentage of Time Spent on Contracts Management
X	Monitors cost, management, and overall technical performance of contract after award		25 %

Continued

